

SPEAKER EVALUATION FORM

<i>Speaker:</i>	<i>Evaluator:</i>	<i>Date:</i>
<i>Topic:</i>		
1. Speaking Style		
A. <i>Voice:</i> Loud and clear enough to be heard; monotone; trailing off at end of sentences; speech mannerisms, e.g. "uh," "you know," etc.		
B. <i>General Presence:</i> knowledge of and enthusiasm for subject, relaxed, some humor; body language, distractions (fidgeting, etc.)		
2. Content; Presentation of Topic		
A. <i>Topic Choice:</i> interesting choice; related to theme of the quarter; too broad to be handled in a short paper; etc.		
B. <i>Information Content:</i> much good information; too much for a short talk; too little specific information; too general		
C. <i>Presentation:</i> well organized, orderly sequence of topics; disorganized, digressed; use of blackboard, audio-visuals		
D. <i>Timing:</i> well paced presentation; finished on time; too slow at start; had to speed up or leave things out at end		
E. <i>Conclusion:</i> summary of main points; crisp ending with clear conclusion; trailed off, left audience with a feeling of "so what?"		
3. Overall		
Very good, OK, or hmmm... What was the best part; what improvements would you suggest? Other comments?		